

15 AUG 1975

Mr. Herbert E. Pearce
American Institute of Aeronautics
and Astronautics
815 15th Street, N.W. - Suite 800
Washington, D.C. 20005

Dear Mr. Pearce:

Your letter of 22 July to Mr. Angus Thuermer has been referred to me as the Office of Training is responsible for arranging and coordinating programs of the type you requested.

We will be glad to set up a program after January 1976 for the Washington Section of the American Institute of Aeronautics and Astronautics similar to the Brookings Conference you attended at the CIA Headquarters several years ago. Mr. [REDACTED] of my staff, who I understand has already been in touch with you, informs me that as many as 200 persons could be expected. Unfortunately we will not be able to accommodate more than 150 persons because of limited dining facilities in the evening, when this program will have to be conducted.

We would plan to open the meeting about 6:30 p.m. in the CIA Headquarters Building in Langley, Virginia with refreshments and buffet at an approximate cost of \$5.50 per person. Then would follow a 45 minute briefing on the Agency by one of our key senior officials. In the question and answer period to follow, the speaker will be assisted by senior officers representing the four Directorates -- the same procedure as in the Brookings Conferences.

We would like to have as much advance notice of the date as possible and at least three weeks prior to the visit we will require a list of the participants. Mr. [REDACTED], Special Programs Officer, will coordinate the visit for the Agency. He can be reached on telephone number 351-2320.

Sincerely,

[REDACTED]
Alfonso Rodriguez
Director of Training